



SERVICES, LLC



CAPABILITY STATEMENT

CAGE: 8EYQ5

DUNS: 117224981

TLK Services is a veteran-owned and woman-owned graphic design and administrative support company with experienced professionals from both the public and private sectors. Our business offers expertise in marketing, graphic design, and printing as well as administrative support services to help companies meet their deadlines when they have a surge in workload. We want to be there for you when you need assistance but do not want the overhead of full-time personnel. The TLK team has over 22 years of promotional and creative design experience and more than 30 years of experience in leadership, administration, operations, education, and planning. TLK Services wants to support you by providing exceptional products and services on time and on budget. Contact us today to find out more about our government and private business contracting abilities, so we can help you fulfill your mission.

NAICS CODES

- 541430** Graphic Design Services
- 541870** Advertising Material Distribution Services
- 561410** Document Preparation Services
- 541890** Other Services Related to Advertising
- 561110** Office Administrative Services

DIFFERENTIATORS

- Over 22 years of experience in marketing, designing and creating promotional items, onsite training, and creative design (Illustrator and Photoshop).
- Access to a network of 20,000+ suppliers offering over 650,000 different products ready to be imprinted with messaging for your needs.
- Over 30 years of experience in leadership, management, administration, facilitation, planning, training, and education.
- TLK founders are dedicated professionals who are client-focused, produce exceptional products and provide first-rate services that exceeds expectations.
- Veteran-Owned and Woman-Owned business

CORE COMPETENCIES

- Graphic Design
- Marketing
- Advertising
- Custom printing (promotional items, clothing, office supplies)
- Creating and printing documents, training plans, and briefings
- Office Administrative Support (organizing, writing, researching, and training)

CONTACT INFORMATION

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